



City of Des Moines, Washington

JOB DESCRIPTION



MUNICIPAL COURT JUDGE

Regular, 32 hours per week

Salary Grade: D-41

FLSA Status: Exempt

Bargaining Unit:

EEO Category:

Non-represented - Directors

Officials and Administrators

Nature of Work

Presides over and adjudicates a variety of hearings and trials related to criminal and civil cases in accordance with established legal procedures and prescribed Washington State law and GR29; imposes appropriate sentences and penalties as prescribed by law; communicates with City, County and State criminal justice agencies.

Essential Functions

- Directs and controls the proceedings involved in court hearings and trials; presides over a variety of Municipal Court hearings and trials in criminal and civil cases in accordance with Washington State law.
- Presides over and adjudicates court and jury trials, pretrial, arraignments, post-conviction reviews, and other hearings.
- Reviews and signs warrants and other documents; researches legal issues and maintains current knowledge of legislative changes affecting Municipal Court procedures.
- Hears, tries and adjudicates a variety of cases related to misdemeanor crimes, traffic and parking violations, including mitigation and contested hearings.
- Hears and weighs testimony and evidence presented to render appropriate verdict; imposes just sentences and penalties as prescribed by law; utilizes remedial and community service programs as appropriate.
- Ensures compliance with any post sentencing requirements.
- Works with Court Administrator to ensure court is in compliance with all state, local regulations and rules as promulgated by the Administrative Office of the Courts.
- Oversees the probation program.
- Establishes and maintains cooperative, effective working relationships with other branches of government and other City employees.

Necessary Knowledge, Skills, and Abilities

- Knowledge of United States and Washington State constitutions and judicial systems; rules for Courts of limited jurisdiction, procedures and Rules of Evidence and laws of arrest; knowledge of GR29 and State laws and City ordinances pertaining to civil, traffic and criminal cases.
- Knowledge and experience in the trial of court cases and/or administrative proceedings
- Ability to communicate effectively, both verbally and in writing, to a diverse audience in a tactful and courteous manner.

- Ability to work in a team environment with the court staff and other branches of government.
- Ability to hear and weigh testimony and evidence, and impose appropriate sentences and penalties in accordance with the laws of the State of Washington and the City of Des Moines.
- Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Ability to analyze situations accurately and adopt an ethical and effective course of action.
- Ability to manage a large caseload and work independently.
- Ability to make difficult decisions under stress, and to be fair, open-minded and committed to equal justice under the law.
- Ability to comport with Code of Judicial Conduct.

Education and Experience Requirements

- Requires at least five (5) years' experience as a practicing attorney, at least two years of which in criminal law, including participation as a trial counsel.
- Requires at least four (4) years' experience as a judge or judge pro tem, pursuant to GR29.

Special Requirements

- Maintain a valid Washington State Driver's License with proof of satisfactory driving record.
- Requires U.S. and Washington State citizenship, and King County residency pursuant to RCW 3.50.057.
- Must provide written authorization for review of his/her file with the state bar association.
- Must be bondable and take an oath of office.
- Must be an attorney on active or judicial status with the Washington State Bar Association with a valid license to practice law in the State of Washington.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Required to work primarily in office and courtroom settings. Frequent exposure to individuals who may be distraught, violent, or abusive.
- Continuous decision making, teamwork, creativity, customer service training/supervising, performance of basic math, use of discretion, presentations/teachings, problem analysis, negotiation, mentoring, use of interpersonal skills, independent judgment, and understanding, reading, writing, and speaking English. Occasional performance of advanced math.
- Continuous hearing, handling, talking, reaching, feeling, sitting, bending, grasping, and fingering. Frequent standing, walking, stooping, and kneeling. No crawling, climbing, or repetitive motions of feet necessary.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City of Des Moines is an equal opportunity employer and does not unlawfully

discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state or local law.

- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 1/7/2015.